BMI CADET CORPS REGULATIONS

(For approval of the BOARD OF TRUSTEES)

GENERAL

DISCIPLINE

1.01 Cadets of the Baguio Military Institute are not subject to the Military Laws of the Philippines. The conduct of a cadet shall be bound by the Rules and Regulations of the Bureau of Private Schools, Reserve Officer Training Corps (ROTC) Rules and Regulations, the by-laws of the Corporation, BMI, the civil laws of the Philippines and such other rules and regulations that the Superintendent and the Commandant of Cadets shall promulgate from time to time. It is expected of every cadet to conduct himself, upon every occasion, with the propriety and decorum which characterizes the society of gentlemen.

1.02 Intoxicating Liquors & Narcotics. - Cadets who shall drink, take or be found under the influence of intoxicating liquor or narcotics, or cause the same to be brought within the Cadet limits, or have the same in their rooms, or otherwise in their possession, shall be dismissed from the school or otherwise less severely punished.

1.03 Ungentlemanly Conduct. - Cadets are not only required to abstain from all vicious, immoral, and irregular conduct, but it is enjoined upon them to conduct themselves upon every occasion with the propriety and decorum which characterizes the society of gentlemen. Any cadet who shall be guilty of conduct unbecoming a cadet and a gentleman shall be dismissed from the school or otherwise less severely punished.

1.04 False Statement. - Any cadet who shall knowingly or willfully make or cause to be made any false statement shall be dismissed from the school or otherwise less severely punished.

1.05 Disorders and Neglects. - All disorders and neglects to the prejudice of good order and discipline and all conduct of a nature to bring discredit upon the BMI shall be taken cognizance of by a board composed of officers appointed by the Commandant of Cadets according to the degree of the offense and punished at the discretion of such board subject to confirmation by the Superintendent.

1.06 Hazing, etc. -

Section I. a. Hazing Defined.- Hazing is defined as any unauthorized assumption of authority by one cadet over another cadet whereby the latter shall or may suffer or be exposed to suffer any cruelty, indignity, humiliation, hardships or oppression or the deprivation or abridgement of any right, privilege, or advantage to which he shall be legally entitled.

b. Encouraging Hazing Defined: - Encouraging hazing is defined as any act done or word spoken which directly or indirectly results in hazing or inclines another to haze, and any indication of approval when hazing is in process.

c. Countenancing Hazing Defined - Countenancing hazing is defined as the act of being present during hazing and while in a position to do so, or failing to make an honest effort to induce the guilty parties to desist therefrom.

Section II - a. Physical hazing (boxing or socking, kicking, slapping, beating, etc) is absolutely prohibited. Old Cadets will not require any new cadet to do things or acts which will impair their health such as:

(1) drinking "patis" or excessive water;

(2) eating banana peelings, cigarette butts, paper-napkins, etc;

(3) Squat-jumping immediately after meals (at least one hour should be allowed after meals before giving any strenuous or heavy exercises).

b. If any cadet is charged with hazing, participating in, encouraging or countenancing the practice of hazing, and if upon investigation, the Superintendent (BMI) is convinced that such cadet is in fact guilty of any of the above offense, he may recommend the punishment of either suspension, or dismissal from the school subject to the approval of the Board of Trustees.

If, as a result of hazing, the victim or victims shall be hospitalized or shall be incapacitated to perform his normal duties, the penalty to be imposed shall be dismissal and in addition, a criminal case may be filed in a civil court against the erring cadet.

1.07 **Tackling**: a. "Tackling" is herrby defined as the privilege given to older cadets (by virtue of their residence at the BMI) to make corredtions or take instant remedial measures to correct the defects of the new cadets such as:

(1) giving "double time" to new cadets who are late at formations;

(2) requiring a new cadet to "stand at attention" for a reasonable length of time if he is caught moving or inattentive when "attention" or "fall-in" is given;

(3) "squatting" for a reasonable length of time given to a new cadet who is too fresh or is observed to be fooling around in any formation or during class periods, etc.

b. The following policies regarding "Tackling" will be observed:

(1) Old cadets in the high school will not "tackle" any new cadet enrolled in college. Old cadets in the high school will not "tackle " his classmates, but only those who are in the lower grades.

(2) Old cadets in 1st year college cannot "tackle" any new cadet in the 1st year and 2nd year college; they can "tackle" only high school cadets, from 1st year to 4th year.

(3) Old cadets in 2nd year college may "tackle" new cadets in the first year college, and new cadets in the high school; but they are prohibited from "tackling" their own classmates in 2nd year college.

(4) However, an old cadet who observes any new cadet whom he cannot "tackle", who is flagrantly violating regulations or breaches of discipline, will immediately report such offenses to the Officer in Charge or to any Tactical Officer.

1.08 Gambling: - Cadets shall not gamble.

1.09 Absence at Night: - Cadets who shall absent themselves from their quarters between taps and reveille for a period longer than half an hour on any one occasion, without proper authority, shall be dismissed from the school or otherwise less severely punished. Cadets shall not sleep in a room other than his.

1.10 Passing Cadet Limits. - Any cadet who shall go beyond cadet limits without leave shall be dismissed from the school or otherwise less severely punished.

1.11 Combination Among Cadets: - All combinations or joint action among cadets for the purpose of violating or evading any regulation, orders, or instructions issued by competent authority, or for the purpose of expressing disapprobation of censure of any person in the B.M.I. shall be dealt with accordingly.

1.12 Reparation of Wrongs. - If any cadet shall consider himself wronged by another cadet, or by an officer of the School, he may complain thereof to the Superintendent, who shall take such action as he deems advisable. Should the complaining parties be refused redress, they may appeal to the Board of Trustees through the Superintendent of the School who will forward the appeals, with his remark~~d~~s, thereon for the action of the Board of Trustees.

REPORTING TO THE SUPERINTENDENT, COMMANDANT, DEAN OF STUDIES

1.13 Reporting to Superintendent: - Any cadet reporting to the Superintendent will report first to the Commandant of Cadets who shall arrange for an appointment.

1.14 Reporting to Commandant. - When any cadet reports to the Commandant, he will report first to the Officer in Charge, who will arrange for an appointment.

1.15 Reporting to Dean of Studeis: - Any cadet reporting to the Dean of Studies will report first to the Office of the Secretary, Academic Group who shall arrange for an appointment.

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PUBLIC RELATIONS

1.16 Periodicals, Giving Information to. -a. Cadets who wirte stories or articles for publication will submit to the Superintendent a request to publish such stories or articles. In each case the request will be accompanied by a copy of the manuscript until they have been approved by the Superintendent.

b. Cadets will not give out for publication any information about transactions at the BMI. News queries will be referred to the Superintendent.

1.17 Debts or Commercial Transactions. - a. Agents and salesman may canvass, exhibit, or sell to cadets by permission of the Superintendent only, and on places specifically designated for their use. No person may take advantage of permission to visit a cadet in barracks by carrying on commercial transaction in barracks.

b. Cadets are prohibited from acting as agents for commercial houses or insurance companies, and from soliciting orders of any kind.

c. Cadets shall not contract any debts without permission of the Superintendent. All their authorized debts shall be paid by the Treasurer, B.M.I. but shall not pay money nor receive deposits on account of any cadet without authority from the Superintendent. Cadets shall not enter into any business transaction with entities in or outside the school without specific authority.

RESIDENCE

1.18 Address of Parents. - Each cadet will submit in duplicate a report of every change in the address of his parents or guardian. This report will be submitted immediately upon learning of a change in address. Cadets may not change their own address except as a result of the actual change of residence of their parents or guardians.

2 - DISCHARGE OR SEPARATION

2.01 The following are causes for discharge or separation from the Baguio Military Institute:

a. Deficiency in conduct
b. Undesirable havits or traits or character
c. Drinking, taking, bringing or under influence of intoxicating liquor or narcotics
d. Ungentlemanly conduct
e. Making false statement
f. Participating, Countenancing or Encouraging hazing
g. Disorders
h. Unauthroized absence for one (1) month
i. Absence between taps and reveille fro more than thirty (30) minutes
j. Passing cadet limits
k. Physical unfitness

2.02 Clearance. - A cadet leaving the school either permanently or for a considerable period of time whether by discharge, resignation, dismissal, suspension, hospitalization, or sick leave, will report to the Commandant of Cadets for instructions regarding his clearance papers.

3-ORGANIZATION AND COMMAND ORGANIZATION

3.01 Cadet Corps (B.M.I.). - The Cadet Corps will be organized as the Commandant of Cadets may prescribe.

3.02. Assignment to Companies. - Every cadet, regardless of his rank, will be assigned to a company for quarters and administration.

3.03 Commandant of Cadets. - The Commandant of Cadets shall command the Cadet Corps, and is charged with its military instruction and discipline.

3.04 Tactical Officers. - All officers under the Commandant of Cadets will be referred to as Tactical Officers. Tactical Officers assigned by the Commandant of Cadets to supervise cadet companies will be referred to as Company Tactical Officers.

3.05 Cadets. - a. General. - For training purposes, the Cadet Units, under the direct supervision of the Company Tactical Officers, shall be commanded by cadet officers and cadet noncommissioned officers appointed by the Superintendent upon the recommendation of the Commandant of Cadets. The chain of command also includes, in the Mess

Hall, area commanders and Table Commandants. The responsibility for the proper administration of the Cadet company rests with the cadet chain of command.

b. Regular or acting cadet officers and non commissioned officers will be responsible for maintaining discipline, for instructing those placed under their control, and for setting a soldiery example at all times. All cadets, however, will exercise their influence to maintain the discipline, standards, and traditions of the Cadet Corps, B.M.I.

c. In any situation, including groups not in formation, responsibility for command and the maintenance of order, discipline, proper behavior and general decorum, will rest with the senior cadet present. It will be lessened because of the presence of another cadet (such as a member of the guard) who has concurrent authority.

d. Whenever a cadet, who would normally be in command in any situation, is to be absent, he will notify the next in rank. Acting cadet officers and noncommissioned officers will have the authority and responsibilities of the position they are temporarily filling.

3.06 Seniority. - a. Except in academic sections, seniority will be determined first, by order of military rank in the Cadet Corps and secondly, by alphabetical order among the privates of each class beginning with the highest class.

b. In academic sections, seniority will be determined by the order in which names appear on "Weekly Report of Grades". Section Marchers will be held responsible for the conduct of their sections. Cadets transferred to a lower or higher section, will take rank at the top or bottom, respectively, of their new section, and rank among themselves in the same order as before the transfer was made.

c. Section Marchers for the succeeding week will be announced at the Mess Hall after Dinner every Saturday.

3.07 Giving Orders. - a. Regular or acting cadet officers and noncommissioned officers have authority to give authorized orders at any time to any cadet junior to them in class or military rank, unless the cadet be removed from their control by some special condition.

b. Unless acting in an official capacity, cadet privates may not give orders to other privates. However, upperclass privates may correct lower class privates.

c. Cadets who are detailed to special duties such as Guard, Cadet in Charge of Quarters, Section Marchers, Floor Inspectors, etc., or who by virtue or seniority become vested with specific responsibilities, may give any cadet such orders as are necessitated by their duties or responsibilities.

d. Personal orders, such as cleaning shoes, running errands, etc., are not tolerated.

4-DELINQUENCIES, DEMERITS AND PUNISHMENTS

4.01 Definition. - Any cadet who, through design, neglect, carelessness, or failure to perform duty, violates regulations, commits acts to the prejudice of good order and military discipline or fails to measure up to the standards of a cadet and a gentleman, will be adjudged to have committed a delinquency. Delinquencies will be punished according to directives issued by the Commandant of Cadets and approved by the Superintendent. The total number of demerits awarded during a demerit period determines a cadet's standing in Conduct for that period.

4.02 Classification of Delinquencies. - a. Class I - Offenses for which awards will be made by the Commandant, subject to the approval of the Superintendent. Such offenses include:

Deliberate neglects of or absence from a prescribed duty
Improper conduct, reflecting on character
Improper conduct, reflecting discredit on the Corps
Insubordination
Intentional violations of limits
Use of or traffic in liquor
Destroying, wasting, or damaging school property of any kind (intentional)
Other serious offenses

b. Class II - Offenses for which awards will be made by the Commandant of Cadets. Such offenses include:

Failure to obey order, instructions, or regulations, not amounting to insubordination

Derelictions that tend to incite unfavorable comment regarding discipline
~~ing~~ Indifference of any kind
Consistent failure to maintain Corps standards of neatness and deportment
Discourtesy or ill manners
Responsible cadet, failing to maintain order or discipline
Careless performance of duty
Destroying, wasting, or damaging school property through carelessness or neglect

d. Class III - Offenses of a lesser nature for which awards will be made by the Company Tactical Officers. Such offenses include:

Possession of anauthorized articles
Failing to comply with general instructions or published memoranda (unintentional)
Lesser intentional offenses
Rusty, missing, dirty, or torn articles of any kind
Violations of uniform reguations
Violations of prescribed standing classroom instructions
Unintentional violation of limits
General inattention

4.03 Reports. - A. A cadet may be reported for committing any delinquency. Reports may be asubmitted at any time by any officer or civilian instructor or cadet against any cadet, his military junior; except that rank does not enter into cases involving honor, character, hazing or when the reporting cadet is acting in an official ~~capacity~~ capacity.

b. A cadet who has been reported by another cadet for any delinquency shall hold no duscussion of the matter with the cadet who reported him unless specificially permitted by the company tactical Officer or higher authority. A cadet having reported another shall likewise hold no discussion of the matter with the cadet reported unless with similar permission.

4.04 Form for Reporting Delinquencies. - Reports will be entered against a cadet on the prescribed B.M. I. Form, in two copies. Both the original (white) and duplicate (yellow) copies will be forwarded to the cadet guard Room.

4.05 Explanation of Reports. - Explanation of reports on the duplicate (yellow) copu of the prescribed B.M.I. Form will consist of a straightforward, clear and complete summary of the facts connected with each offense or with the intention of the cadet, such as may be necessary to a full understanding of the case. It will not contain argument, ~~[illegible]~~ equivocation, criticism, complaint, opinion, or irrelevant remarks. If the explanation places responsibility on another cadet, he will be named. Should a report be in error, or in any way not convey the complete facts in the case, the cadet concerned should consider it a moral obligation and responsibility to explain the report fully in order that any error may be rectified or the responsibility placed where it rightfully belongs.

b. In all reports for failure or neglect to prepare lessons, explanations will be required which shall account, in detail, for the study time of the 24 hours preceding the recitation for which the cadet was reported.

c. All explanations of reports will be returned by the cadet, properly filled out, to the Department of Tactics by dropping them in the Delinquency Box provided for this purpose in the Office. These explanations of reports should be submitted not more than 24 hours after receipt of the duplicate (yellow) copy. Reports turned in after such time will be awarded immediately without benefit of explanation.

DEMERITS

4.10 Demerits Defined. - Demerits are not punishment but are marks in conduct.

4.11 Demerit Allowances. - For purposes of computation of the demerit allowances of cadets, the following will be made the basis in determining their total allowances for demerits for every demerit period of fifteen (15) days:

	Old Cadets*	New Cadets
College	8 demerits	13 demerits
High School (2nd Yr to 4th Yr)	10 demerits	16 demerits
1st Yr HS	- - - -	18 demerits

* All "recognized cadets" are considered Old Cadets

4.12 Grading of Conduct. - The system of grading in conduct sha be based in the following table:

	A	B	C	D
COLLEGE (Old)	0 - 3 Demerits	4 - 9 Demerits	10 - 16 Demerits	FOR
COLLEGE (New)	0 - 4	5 - 12	13 - 26	EVERY
HIGH SCHOOL (Old)	0 - 5	6 - 12	13 - 20	EXCESS
HIGH SCHOOL (New) Except for 1st Yr HS	0 - 6	7 - 19	32	DEMERIT AND
HIGH SCHOOL (First Year)	0 - 9	10 - 21	36	SPECIAL AWARDS

a.

4.13 Excess Demerits. - Receipts of demerits in excess of a fixed demerit period (Refer to par 4.11) allowances is a basis for punishment. Punishments awarded for excess demerits will be served by punishment tours, one (1) hour for every excess demerit.

b. Demerits received as a result of Commandant's or Special Awards will not be included in determining excess demerits.

c. Cadets shall be given the benefits of frantions in computing allowance of demerits.

d. The Commandant of Cadets may direct a periodic computation of demerits of cadets, once before the end of each semester, to be based on par 4.11. Cadets who are exceeding their total allowances at this computation will be reported to the board of officers formed by the Commandant of Cadets for this purpose, to be counted against the cadets concerned as their Deficiency in Conduct. The said board shall act upon every Cadet who has exceeded his total demerit allowances as in the case of Deficiency in Academics. Demerits in excess of the total allowance may constitute a basis for dismissal from the School.

e. The investigating board will submit the corresponding results of their probe to the Commandant of Cadets on all cases involving Excess Demerits, together with their findings and recommendations.

f. Demerits acquired from Special Awards should be included in this periodic computation. Demerit allowances for Cadets may be increased or decreaded proportionately as the Superintendent may direct.

4.14 Record of Demerit Awards. - a. All records of demerit awards of cadets will be filed in their respective 201 Files.

b. Parents of Cadets concerned will be furnished with a copy of serious delinquencies toegher with its corresponding awards. They may also be allowed to look at the 201 Files of xxxxxxx their sons in the Office of the Department of Tactics.

4.15 Reconsideration of Award. - If a cadet believes the award for any offense to be incorrect or unfair, he may submit in writing a request for reconsideration of the award. Each requests will be addressed to the Commandant of Cadets and will follow the accepted form for military correspondence. The cadet will state the offense as it appears on the Delinquency Report, the date of the award, the award, and the reasons for the request. Such requests will, except for cogent reasons, be submitted with the approval of the Department of Tactics to the Commaddant of Cadets as soon as possible. If such fequests are unduly lengthy or complicated, the cadet cocnerned may fequest consultation with any Tactical Officer. Late requests will be disapproved unless - in the opinion of the Commandant of Cadets the reason for the delay justifies special consideration. If the award for an offense is changed as a result of a request for reconsideration, the cadet concerned will be so notified.

PUNISHMENTS

4.20 Definition. - Any award, other than demerits, conferred for delinquencies, are termed punishments. A punishment may consist of walking the area, fatigue, extra vocational duty or confinement to a cadet's own room as may be prescribed.

4.21 Punishment Tours. - The following procedure in conducting Punishment Tours should be strictly observed:

a. The Punishment List will be published in the Bulletin Board prior to the period that punishment are to be served.

b. The Cadet in Charge of Quarters will immediately inform all cadets who will serve punishment tours.

c. The Cadet in Charge of Quarters will form the punishment squad in line at the punishment area designated and renders the report to the Cadet Officer of the Day. He should account for all absentees.

d. The Cadet Officer of the Day will then report to the Officer in Charge who will require the cadets serving punishment tours to:

(1) With the rifle at right shoulder, they walk in a military manner at moderate time (slower than "quick time");

(2) Rifles at right shoulder may be shifted to left shoulder, and vice versa while walking;

(3) Execute to the rear march when the end of the are is reach;

(4) Salute officers, colors or standards not cased. (In saluting the flag at retreat, they halt, face the flag, and execute "Present Arms"; all other salutes will be at right shoulder arms.

(5) Carry the rifle at all times at right shoulder or at left shoulder.

(6) Halt and come to port arms when talking to anyone officially; and

(7) Will not leave the area to which he is assigned until the hour of tour has terminated.

e. The uniform and time for walking tours will be as prescribed. No cadet will be allowed to tour at any time he pleases unelss with the authority from the Commandant of Cadets, or in his absence, from the Officer in Charge.

f. A five-minute break is given every 30 minutes to allow the cadets to attend to their personal necessities.

g. Punishment Tours will be conducted on the parade ground or, in case of inclement weather, at the gymnasium, or along the pavement at West side of the Cadet Barracks. Other cadets will habitually use the eastern sidewalk of the Cadet Barracks.

h. The Officer in Charge, the Cadet OD, the Cadet in Charge of Quarters, or any Tactical Officer, can report all cadets serving punishment tours who do not comply strictly with the provision stated herein above.

i. Members of the Guard while on guard duty, will not serve punishment tours.

j. All Cadets, regardless as to whether they are Cadet Officers or Noncommissioned Officers, shall serve punishment tours for their excess demerits and Special Awards.

4.22 Restricted Limits. - "Restricted limits" includes the barracks, club rooms, areas of barracks, the gymnasium and outdoor athletic areas for exercise for not more than two hours, the Post Library for reading and study only, and to such other places for official visits when permission has been granted by the Officer in Charge. The cadet involved will be subject o inspection at any time and must account for absences by properly marking his absence card, and by signing out in the Cadet Departure Book.

4.23 Company Punishment. - Company punishment may be served daily as directed by the Company Tactical Officer. Scuh punishment will be recorded in the Company Punishment Book, but will not appear as a delinquency report on a cadet's record. Punishment as listed below, singly or in combination, up to the maximum which may be served in one week, may be awarded for offenses other than those described in subsequent pertinent paragraphs.

(1) Admonition

(2) Reprimand

(3) Deprivation of one or more privileges, including cancellation of a week-end leave

(4) Restriction to prescribe limits

(5) Barracks fatigue on personal property or equipment, living space, and space used in common with other cadets

4.24 General. - a. Other duties will take precedence over the serving of punishments unless specifically excepted.

b. Punishment Tours will be effective as soon as posted on the Bulletin Board. Company punishment ~~becomesxeffectivexx~~ becomes effective as ~~xxxx~~ directed by the Sompany Tactical Officers.

c. Cadets with punishment to serve, unless specirically excepted, will serve all or as much as possible of the punishment charged against them, serving every punishment period commencing with the first such period after punishment becomes effective.

d. Cadets having punishment tours to serve, who are deficient in Academics may request that they served only confinements as punishments. Such requests will be submitted in writing to the Commandant of Cadets through the Tactical Officer, whose recommendations will be added thereto. However, any cadet who has reqeusted confinement as punishment will receive approval of such request for the time he is actually deficient only.

e. Any cadet, who, for any reason whatsoever, is turned back to join another class, will not serve any punishment he may have had left unserved at the time of his departure from the School except when ~~xxxxifixxxxx~~ specifically ordered by the Superintendent.

f. Punishments will be suspended as follows:

(1) For cadets allowed to go on vacation, Christmas or emergency leave.

(2) For cadets engaged in extra-curricular activities as authorized by the Commandant of Cadets.

(3) For members of Corps Squads when engaging in opmpetition, practice or instrudtion incident to their particular squad. However, during the period of competition, practice, or instrudtion, cadets desiring to serve punishment will obtain a written permission from their coaches and will serve confinement only, subject to the following limitations:

(a) Only full punishment may be served.

(b) Permits from coaches must be forwarded through Company Tactical Officer to the Cadet in Charge of Quarters in time to insure the serving of punishment.

(c) Punishment will be served only during the periods prescribed by the Commandant of Cadets.

(4) At other times punishments will be suspended only by order of the Superintendent.

g. A cadet may not serve any punishment while he is in sick confinement, or when excused by the School Physician, sick in hospital, absent from Post, or when doing a duty which he would otherwise perform at that particular time.

h. Cadets required to serve punishments, who desire to attend extra instruction, will not serve punishment on that day. This does not relieve cadets undergoing punishments for a very serious offense from observing restricted limits.

4.25 Dismissal, Suspension, and Loss of Leave. - For very serious delinquencies the Superintendent may direct the dismissal, suspension, or forfeiture of vacation, or Christmas leave of any cadet, subject to approval of the Board of Trustees. Special orders covering this procedure will be issued when necessary.

MERITS

4.30. General.-a. For excellent performance of duty, cleanliness of quarters, best appearance, obedience to orders, good conduct and other commendable actions, Cadets may be awarded merits at the discretion of the Commandant of Cadets.

b. All merits earned by Cadets may be utilized by them to cover up for their demerits acquired in any demerit period. However, unused merits cannot be utilized as a deposit to cover up future demerits but may be included in the over-all computation for grades in conduct. One merit earned is equivalent to one punishment tour served for an excess demerit; two merits earned is equivalent to one punishment tour served for Special Awards.

5 - LOST PROPERTY

5.01 Anyone who finds a lost property will turn it over to the owner or to any member of the Cadet Guard. The Cadet Officer of the Day will from to time have the list of articles found published in company bulletin boards. Any property so published an not claimed within one month from the first publication in the bulletin board, will be turned over to the Supply Officer, BMI for disposition getting a receipt therefrom for file and future reference.

5.02 A cadet who has had property missing for several days may forward to the Commandant of Cadets through his Company Tactical Officer a request for an "All Is Well" for the missing property. The request will include a statement to the effect that a check with the Cadet Officer of the Day has failed to locate the missing property. The Tactical Officer will if he considers it advisable, have an inspection made in his company instead of having an "All Is Well" asked.

5.03 An "All Is Well" request for a lost property, if approved by the Commandant Of Cadets, will be asked of all cadets. Prior publication of an approved "All Is Weal" request for lost property should be made to enable cadets to check carefully all properties in their possession.

5.04 All communication concerning lost property will include a description of the article, the marking, if any, time and date when lost, if known, and the place where it is believed to have been lost.

5.05 Lost and found articles belonging to guest at socials, outings or picnics, will be turned in to the Cadet Officer of the Day. Publications of such items found will also be published in the bulletin boards. Such articles may be identified and claimed the following day. The Cadet Officer of the Day will note down on the list of the lost and found properties the full name of the cadet claiming the article or if a civilian his or her full name and address.

6 - SCHOOL PROPERTY

6.01 A cadet will be pecuniarily responsible for all school property for which he signs and will not be relieved of this responsibility until his receipt is returned to him or a Turn-in-Slip duly signed by the officer from whom he received the property, is given.

6.02 All damages or destruction of school property which are not the result of fair wear and tear, will be charged against the responsible cadet.

6.03 Cadet will not mark school property unless so directed. They will not take arms, accoutrements or other school property from barrakcs except when authorized. They will neither lend or exchange such articles nor use articles issued to another cadet without permission from his Company Tactical Officer.

6.04 Cadets will not use emery cloth, sand paper or other abrasives on their rifles or bayonets, nor alter them by cutting, filing, scrapping, or varnishing any part of them except with the permission of the Company Tactical Officer.

6.05 School property which are rendered unserviceable through fair wear and tear should be returned to the Supply Officer, BMI for replacement.

7 - OFFICIAL COMMUNICATIONS

7.01 a. All official communication by cadets shall be submitted either written in ink and in printed form or typewritten. The letter shall conform to the sample letter shown below:

b. Cadets will transmit official communications through channels. All letters originating from a cadet and intended for higher authority shall be forwarded through his Company Tactical Officer. Except as elsewhere specified, all communications requiring action by the Commandant of Cadets or a lower echelon of command will be submitted in triplicate and to higher authority in quintuplicate.

c. In the firs paragraph of any communication, cadets will refer to the order or regulations pertinent to the subject of the communication, cadets will refer to orders or regulations pertinent to the subject of the communication.

d. Except in reference to orders and regulations, abbreviations may not be used in the body of the communication.

e. When a cadet signs a letter in the performance of official duties, as the case of a Cadet in Charge of Quarters, he will place his title or official designation in block style in line below his rank and class as follows:

JUAN DE LA CRUZ
Cdt Cpl, 4th Yr HS/College
Cadet in Charge of Quarters

f. When a letter is only one paragraph long, the paragraph is not numbered. When more than one page is needed, plain paper will be used and all pages will be numbered starting with page two (2).

g. Sample Military Letter. (Next page)

8 - BARRACKS

8.01 Assignment of Rooms. - a. Except when otherwise authorized in individual cases, all cadets will be assigned to rooms with their own companies.

b. Subject to the approval of their respective Company Tactical Officers, Cadet CompanyCommanders will make all room assignments within their companies.

c. Company Commanders and their staff will be assigned rooms in the barracks of the companies to which they are assigned.

8.02 Bath. - Cadets may bathe anytime between reveille and first call for breakfast, anytime after authorized or scheduled athletics and anytime during release from quarters.

8.03 Inspections. - Rooms will be subject to inspection at all times.

8.04 Authorized Articles. - a. Cadets may keep in their possession only such articles as are issued or specifically authorized.

b. Firearms. - Firearms and ammunition which come into the possession of a cadet from sources other than issue will be turned in immediately to the Company Tactical Officer, who eill arrange for proper disposal with the Security Officer, BMI.

HEADQUARTERS
BAGUIO MILITARY INSTITUTE
Irisan, Baguio

GCL/chm/319

AD 106.35

10 June 1957

SUBJECT: Military Letter

THRU: The Commandant of Cadets

TO: Cadet Juan de la Cruz

1. The military (Subject-To) letter is used for communication with military, naval, and air personnel and between activities of major services and other units of the AFP and may not be used for communication with other Governmental Departments or with Civil agencies.

2. Margins are 1 1/4 inches (15 spaces - elite type) on the left side and 3/4 inch (9 spaces) on the right side. The margin is kept even as possible. When no printed letterhead is available, the top margin of the typed letterhead is approximately 3/4 inch (5 spaces) from the top of the paper. On the second and succeeding pages, the top margin is approximately 1 1/4 inches (7 spaces). At the bottom, the margin is not less than 1 1/4 inches (about 7 spaces).

3. Single spacing with a double space between paragraph is usually the practice. If the letter is less than nine lines and neither reply nor further action is anticipated, it may be double spaced.

4. Only one side of a sheet of paper is used. The office symbol of the office of preparation is typed in the upper corner as shown on this sample, and the list of inclosures typed in the left signing the communication. The complimentary close is never used.

BY COMMAND OF GENERAL JOHN DOE:

1 Incl
Sample of Mil Ltr

PEDRO S CRUZ
Capt, FA
Adjutant

c. Deadly Weapons. - No cadet should have in their possession deadly weapons such as knives and other pointed instruments. Such weapons will be turned in immediately to the Company Tactical Officer who shall in turn deposit it with the Security Officer, BMI.

8.05 Ventilation. - a. Rooms will be kept well ventilated when occupied. Windows should be left open during day and night except during inclement weather.

b. When all occupants of a room are absent from the school, or in the hospital, the room will be left in order, the windows closed and the doors locked.

8.06 Lights. - a. Cadets are authorized lights until Taps.

b. On evenings of general entertainment or when Saturday evening privileges are in effect, lights are authorized until thirty (30) minutes after Taps. After 10:30 P.M. cadets taking advantage of any privilege are authorized lights ten (10) minutes after they have signed in.

c. All lights in Barracks, except those in the sinks, bulletin boards, orderly rooms, and in rooms duly authorized to have late lights will be turned off by the Cadet in Charge of Quarters or the Cadet Officer of the Day after the termination of his duties.

8.07 Late Lights. - The Company Commander and hisstaff, the First Sergeant, the Floor Inspector and the members of the School Publication Staff (When using the staff room) are authorized late lights up to 10:30 P.M.

b. Late Lights. - ~~ThexCompanyxCommanderxandxhisxstaff~~ Late lights upt to 11:00 P. M. will be granted automatically to cadets scheduled to take any kind of examination the following day.

c. All other cadets not included above may submit to their Company Tactical Officer a request for late lights up to 10:30 P.M. on the prescribed forms Only cadets who are actually deficient as per weekly list of deficient cadets may be granted late lights.

d. The Cadet in Charge of Quarters and regular members of the Cadet Guard when visiting their respective rooms may open their room lights after Taps. After the termination of their duties, they may keep their lights on only as may be necessary for them to prepare to go to bed.

e. Other cadets inside the room who are not specifically authorized to have late lights, may take advantage of the privilege, provided that the cadet authorized to have late lights is actually taking advantage of it; and provided further, that their beds must have been already fixed for sleepong at Taps Inspection.

8.08 Visitors in Barracks. - a. Except for the following individuals, anyone desiring to enter barracks must obtain a written authority from the Officer in Charge:

Superintendent and members of his Staff
Tactical Officers
Barracks Janitors

b. With written permission of the Officer in Charge, cadets may take male visitors (other than solicitors or tutors) into barracks during release from quarters and when Saturday evening privileges are in effect, unitl tattoo. Only the Superintendent of the Commandant of Cadets (or Officer in Charge in emergencies) may authorize a visitor (including an officer) to visit the club rooms.

c. Individuals performing authorized repair work or inspections must secure a signed pass from the Post Engineer and presented to the Officer in Charge or the senior member of the Cadet Guard thereof.

d. Women may be taken in barracks only during "Open House".

e. No authorized visitors, except those cadets of similar Military or Naval Academies of other countries and ROTC cadets, may spend the night in barracks. Request for permission to have visitors overnight in barracks will be addressed to the Commandant of Cadets. Such request will contain the following information: the name or names of the visitors and official status, inclusive dates of the visit, and the rooms in which the visitors will sleep.

f. Visitors except those authorized may not enter the areas of barracks nor loiter in the entrances thereto. Visitors may not loiter to watch the punishment squad. Cadets are responsible that their visitors follow these orders.

g. No cadet may entertain a visitor who as a former cadet has been dismissed from the Baguio Military Institute for misconduct or who has resigned for the good of the school, unless such visitor has written permission of the Superintendent to visit the school.

8.09 Beds. - a. All beds except those belonging to the Officer in Charge and regular members of the guard shall be fixed for sleeping before Taps Inspection.

b. During evenings of social entertainment, or when Saturday evening privileges are in effect, cadets taking advantage of any privilege will fix their beds within the ten (10) minutes allowed by para 8.06.

8.10 Taps. - a. All cadets except those authorized by (b) below shall be in bed during Taps Inspection.

b. Cadets authorized late lights, who are actually taking advantage of it, and other cadets inside the room not specifically authorized late lights but who are likewise taking advantage of the privilege, may be out of bed during Taps Inspection.

c. After Taps. - Unless in cases of emergency, cadets may leave their rooms only to attend to the call of nature. They may not go to the sinks to study, wash their faces, brush their teeth, etc.

9 - MESS HALL

9.01 Division Into Areas. - The Company Commander will divide the Mess Hall into Platoon areas and assign the necessary number of tables to each.

9.02 Designation of Tables. - a. A table at the center will be designated the Staff Table.

b. Tables assigned to Athletic Squads will be referred to as "Athletic Squad Table." A "diet table" for cadets below the weight standards will also be designated.

9.03 Assignments of Seats. - a. Cadet Company Commanders and Captains of Athletic Squads will be responsible for assigning seats to cadets under them. No cadet may change his seat wihtout proper authority.

b. Unless especially authorized to sit elsewhere, all cadets will sit in their platoon areas.

9.04 Responsibility of Cadet Officers. - a. Cadet Officers will be especially responsible with the maintenance of good order and the enforcement or regulations within the areas in which seated.

b. In each area the senior cadet (other than the Company Commander) present for duty will be in charge.

c. Mess Hall Area Commanders will remain in their respective areas until the last cadet has departed therefrom. They will be responsible that Table Commandants in their area carry out their assigned duties.

9.05 Table Commandant. - a. The senior cadet present at any table at any time will the Commandant thereof except Athletic Squad Tables wherein seniority by designation will prevail.

b. The Table Commandant will always sit at the head of the table, except that when the regular Table Commandant leaves the table temporarily, or for the remainder of the meal, he will designate a cadet to act as Table Commandant during his absence, Table Commandants will not relinquish their seats to visitors, Visitors will normally sit to the right of the Table Commandant.

c. Each Table Commandant will be responsible/for gentlemanly and orderly conduct and the observance of mess etiquette at his table.

d. He will see to it that all New Cadets eat their food without physical restraint, maintaining the position and attitude at the table as prescribed in the New Cadt Customs.

9.06 Mess Damages. - Cadets will be charged for mess equipment which they loss or damage. The Table Commandant will immediately require the cadet to sign a voucher (in 3 copies) for the mess equipment which is then given to the waiter for delivery to the Mess Officer. Voucher forms could be asked for from the waiter.

9.07 Entering the Mess Hall. -a. All units will wnter the Mess Hall as prescribed by memorandam

b. Cadets excused from marching will precede the Corps into the Mess Hall.

c. All cadets (except Company Commanders and Cadet Guards) will remove their caps on entering the Mess Hall, proceed directly to their seats and stand at atttention until the command "Take Seats" is given. Raincoats if worn, will be taken off after "Take Seats" is given.

9.08 Designation of Meals. - Meals will always be designated as breakfast, lunch and dinner.

9.09 Time Allowed for Meals. - From the time the command "Take Seats" is given, twenty (25) minutes will be allowed for breakfast; thirty (30) minutes for lunch and dinner. The Officer in Charge may vary the time when necessary.

9.10 Leaving the Mess Hall. - a. No cadet may before publication or ordrs and no cadet may leave individually without proper authority.

b. After"Company Rise" is given, no cadet (except those specifically authorized) will put on their headgear when leaving the Mess Hall. Headgear may be worn only when outside the Mess Hall.

c. Any cadet leaving the Mess Hall individually before the dismissal from meals, will report "All Is Well", Sir to the Mess Hall Corporal on duty near the door.

d. Only the First Sergeant, Supply Sergeants and other cadets with specific authority from the Officer in Charge may leave the Mess Hall individually.

9.11 Leaving the Mess Hall (Corps). - Rxixx a. Immediately prior to the termination of the meal, the Company Commander will inspect the entire Mess Hall. Area Commanders will rise with the Company Commander and remain in their areas until the last cadet has departed therefrom.

b. Cadets will cease eating at the command "Attention" and leave the Mess Hall individually at the Command "Rise".

9.12 Visiting. - Cadets may visit in the Mess Hall onlu with the specific authority from the Officer in Charge.

9.13 Complaints. - All complaints concerning the cadet mess will be made to the Officer in Charge. Wheneber any article of food is considered unfit for consumption, the Table Commandant will take it at once to the Officer in Charge after asking the permission from the Company Commander. Complaints will not be made to waiters.

9.14 Behaviour Inside the Mess Hall. - a. Cadets will not throw or toss any article in the Mess Hall.

b. They may not make unnecessary noise.

c. Cadets while in the Mess Hall shall at all times conduct themselves in a gentlemanly and orderly manner and shall observe correct mess etiquette.

9.15 Reading Matter. - Reading matter, except official papers, will not be taken into the Mess Hall.

9.16 Bringing and Removing Articles. - Cadets will not bring or remove any article of food or mess equipment from the Mess Hall without proper authority.

9.17 Visitors. - a. The Officer in Charge will authorize cadets to take madult make friends to meals as follows:

(1) Visiting Officers, cadets of other Military Schools - any meal.

(2) Other Guests: (Members of immediate family of cadets) supper on free evenings; dinner on Sundays and Holidays.

b. A cadet who takes a visitor to a meal will notify the Corporal of the Guard at the door that he has obtained wuhtority for his visitor. Unless entertaining the visitor officially for the Corps, the cadet will sign a charge slip for each visitor for each meal.

c. Visiting teams may take their meals in the cadet messs.

d. The Corps is called to attention in the Mess Hall when a visit is made by the Superintendent, the Commandant of Cadets, the Dean of Studies, or by a distinguished person not on duty with the school. The same procedure will be followed when he leaves the Mess Hall before "Company Rise" is given. The Cadet Company Commander will make a timely command of "Attention" or cause the command to be given at the appropriate moment.

9.18 Special Foods: - a. Cadets should not ask any Mess personnel for any special menu in the Mess Hall. All cadets should be served with the same kind of food in sufficient quantity.

b. Special foods sent by parents and/or relatives to cadets should not be served in the Mess Hall unless there is a sufficient quantity for all cadets to be served equally, in which case, the cadet concerned should give the food to the Mess personnel through the Mess Officer for preparation and serving.

c. Cadets are discouraged to ask any form of food or dish from their parents, relatives or friends.

d. In cases when a cadet is "alergic" to some food served in the Mess Hall, he should inform the Officer-in-Charge. He should not ask the waiters to be served another menu unless with expressed authority from the Officer in Charge or from the School Physician.

10 - GYMNASIUM

10.01 All cadets will conform to Gymnasium Regulations, issued by the Office of Physical Education, BMI.

10.02 Hours for Exercise. - Cadets may visit the gymnasium anytime during Release from Quarters daily, on Saturdays from immediately after Inspection to 6:00 P.M.; on Sundays and Holidays from 9:00 A.M. to 12:00 P.M. and from 1:00 P.M. to 5:30 P.M.

10.03 Injuries. - Injuries incurred during instruction will be reported at once to the Instructor in Charge.

10.04 Uniform. - Cadets will habitually wear authorized athletic clothing when exercising in the gymnasium for any purpose.

10.05 Handling of Equipment. - Handling of equipment shall be in accordance with instructions by the Director, Physical Education.

11 - "ALL IS WELL"

11.01 The report "All is Well" means:

a. From an Assistant Floor Inspector: That he has inspected his floor at the time and in the manner prescribed, that during his inspection all cadets were present or accounted for, and none were visiting without authority; or that all violations of the foregoing have been duly reported to the Floor Inspector.

b. From a cadet outside his room or crossing a sentinel' post: That he is going, or has been, on an authorized visit and nowhere else; that he has observed or will observe the regulations relative to gambling, hazing, limits, & liquor.

c. From any occupant of a room at any inspection (except lost articles and Taps inspections): That all absentees and all visitors are authorized and that lights, if burning, are authorized.

d. From a cadet at an inspection for lost property: That he has inspected his own and other similar articles in his possession, that the lost property is not in his possession, and that he has no knowledge concerning it, or that he has personally returned the property to its rightful owner.

e. From a cadet entering or leaving the Mess Hall individually: Thathe has authcity to enter or leave individually and that any guest accompanying him is authcized.

f. From a Mess Hall Corporal: That all cadets entering or leaving the Mess Hall individually by the door at which he is posted reported "All Is Well" and no other person entered without authority; or that all violations of the foregoing will be duly reported to the proper authority.

g. From a sentinel (Barracks:) That he has inspected in the prescribed manner all rooms in this floor and that all cadets were present or accounted for; that no unauthorized persons have entered or left the floor and that all cadets have reported "All Is Well" on thir departure or return; or that all violations of the foregoing have been or will be duly reported to the proper authority.

h. From any occupant of a room at Taps inspection - that all absentees and visitors are authorized, all lights if burning are authorized, that all bunks except those belonging to cadets authcized by para 8.09 (a), are fixed for sleeping and that all cadets except those cadets otherwise authorized are in bed.

11.02 a. A cadet is bound to report himself for any violation of "All Is Well".
b. In the event an emergency arises wherein common sense dictates that a cadet should violate his "All Is Well", he will take the indicated action, report himself, and submit an explanation ofthe circumstances to his Company Tactical Officer.

11.03 No other "All Is Well" will be asked for or given. The "All Is Well" will not ~~nn~~ not be used away from the Institute unless required by proper authority.

11.04 The "All Is Well" will not be required at any room inspection until after the last note of taps, tattoo, or assembly for call to quarters.

11.05 A Cadet is "visiting" when, after going to a room other than his own, he open the door, or enters the room, or talks with its occupants. The act of leaving his room and going to another essential; the act of entering the room is not. Casual greeting, in itself, is not considered visiting.

11.06 A cadet in inspecting his possession for lost property, will not necessarily inspect itmes in the trunk room or other place outside his room ifhe is reasonably certain that he does not have the propetty. However, should he later find that he did have the lost property at the time the inspection was made he would have violated his "All is Well".

11.07 When an "All Is Well" is given, it applies to conditions existing at the time said "All Is Well" was asked for and not to the time when it is given.

11.08 Signature. - a. A cadet's signature, or whenever used by his autnority, will be binding on the cadet. When signing for another cadet, signature will be followed by the initial of the signer.

b. When taking advantage of privileges autnorized in these regulations, such as dining permits, socials etc., a cadet's signature in a departure book has the same significance as an "All Is Wekll" from a cadet outside his room or crossing a sentinel's post, and certifies as to the correctness of all entries.

c. When signing out in all other cases, such as for trips away from the post, entering or returning from the hospital, etc., a cadet's signature in a departure book simply certifies as to the correctness of all entries.

12-CALL TO QUARTERS

12.01 Period of Call to Quarters. - a. Daily except as otherwise prescribed:

(1) From reveille to first call for breakfast, and from morning call to quarters until first call for lunch.

(2) From call to quarters after lunch until recall from the last regularly scheduled instruction in the afternoon.

(3) From evening call to quarters until reveille.

b. Saturdays and evenings preceding holidays.

(1) Same as para 12.01-a (1) above.

(2) From call to quarters after lunch until completion or regular Saturday inspection.

d. Periods not expressly designated as "Call to Quarters" will constitute "Release from Quarters".

12.02 Restrictions. - a. During call to quarters cadets will be in their rooms except when required for duty or authorized to be elsewhere.

b. They must preserve silence in barracks except when Saturday evening privileges are authorized.

c. At assembly for evening call to quarters rooms will be inspected to verify presence of cadets.

12.03 Leaving Room During Call to Quarters: - a. A cadet may leave his room during call to quarters for any authorized purpose by properly accounting his absence on the Absence Card. The following formations or places are those at which cadets are required for duty or to which they are authorized to go during call to quarters:

(1) Class or other authorized formations

(2) Barber Shop

(3) Hospital by permission or appointment.

(4) Dentist by permission or appointment.

(5) Sinks and Bathrooms

(6) Cadets' Club as authorized by the Commandant of Cadets

(7) Mail Carriers when delivering mail or other authorized papers

(8) Cadet Store

(9) When directed in an emergency to report at a designated place by an officer

(10) To visit company bulletin boards

(11) To take advantage of an authorized privilege

(12) For specially authorized occasion and purposes

b. When Saturday evening privileges are in effect, cadets are authorized to visit the following from immediately after inspection following evening call to quarters until tattoo:

(1) In barracks

(2) The Library

(3) Friends or relatives at Visitor's Room or at Officer's Quarters in the post.

(4) Class clubs

c. Except in emergencies or when specifically authorized to be absent, at the sounding of call to quarters, cadets shall at once repair to their rooms. This applies to all days of the week and only those cadets who have signed out in the company departure book for dining permit or special privileges on Saturday, evening preceding holidays, maybe absent.

13 - LEAVE OF ABSENCE

13.01 Type:

Christmas leave

Week-end leave

Sick leave

Emergency leave

13.02 General Rules. - a. Application by a cadet for a leave of absence will be made on the prescribed forms.

b. Cadets on leave will not enter the post or camp without obtaining prior permission from the Commandant of Cadets in each instance and while in the post will conform to the usual customs governing cadets.

c. Cadets who, for any reason, fail to take advantage of an approved leave will indorse this fact on their leave request and submit it without delay to the officer specified in the instructions appearing on the leave form.

d. Cadets will report promptly every change of address while on vacation and Christmas leave, sick, or emergency leave.

e. In calculating the length of a leave, the day of departure will be a day of leave, the day of return a day of duty. Day begins and ends at midnight; but when the authority for leave fixes a definite time of return, cadet must have returned to duty by that time.

f. An approved leave blank will be retained in possession of cadets until return. In the case of emergency leave blanks, one copy will be left with the Officer in Charge.

g. Cadet will sign out in Company Departure Book only, giving complete address.

h. A cadet returning from weekend leave will return to the Orderly Room, sign in, complete leave blank, file it with the Cadet in Charge of Quarters and report his return in person to the Cadet Company Commander prior to assembly for dinner formation. Cadets returning from emergency leave will complete the leave form in the Office of the Officer in Charge.

i. Cadets who are going on leave cannot ask or withdraw money from the S-4 or the Treasurer unless they have previous deposits as their emergency funds. They are therefore encouraged to make the necessary deposits in order that they will have money enough to defray the expenses that may be incurred during the leave, or for any other personal needs. Forthis purpose, they may write their parents to remit, from time to time, an amount not exceeding ₱30.00 to be addressed to the S-4.

j. Report of Lates - Each case will be considered on its merits, taking into consideration the circumstances accounting for the late. Adequate and timely travel arrangements made by the cadet, regardless of the mode of travel, will be the determining factor in whether or not disciplinary action iswarranted.

13.03 Leaves andVacations. - Leaves and vacations will be granted under such provisions as the Superintendent may direct.

14 - LIMITS

14.01 Cadets are not allowed beyond the immediate premises of the Institute reservation without specific permission, unless when on official business. All other roads, grounds and buildings outside the perimeter of the reservation, unless specifically expepted, are "off limits" to cadets.

14.02 All buildings and adjacent premises and inclosures within cadet limits are "off limits," except those listed below, and as otherwise provided for by para 15.14 b.

a. Officer's quarters and grounds when invited or sufficient notice to the officer concerned is made.

b. Academic building - only when on official business.

c. Administration building (less library) - only when on official business.

d. Cadet Mess Hall, Cadet Supply Room, Post Tailor - only when on official business.

e. B.M.I. Headquarters, except the Disciplinary and Rating Section - only when on official business.

f. Gymnasium, Hospital, Cadet Store, Post Barber Shop, Chapel, Post Theatre - only when on official business.

g. Library - as authorized by para 15.13.

h. Post Guard House - only when on official business.

14.03 Restricted Limits. - Refer to para 4.22

14.04 Escorting Limits: -
Cadets while escorting may enter a building where the escorted guest lives in order to escort such guest to and from a general entertainment provided that such action is limited only to a courteous gesture of an invitation; and provided further that it will not jeopardize the time schedule of the entertainment and/or the time alloted for escorting.

14.05 Automobile Limits. - Cadets may ride in automobiles or taxis within the City of Baguio when authorized.

15 -RECREATIONAL AND SOCIAL PRIVILEGES

15.01 General Provisions: - a. Before taking advantage of any privilege, a cadet will familiarize himself with the authorizations and limitations pertaining thereto. He will take no undue advantage of any privilege.

b. Privileges other than those appearing in this section may be granted at the discretion of the Commandant of Cadets.

15.02 General Entertainment: - The term general entertainment defines any entertainment of a general nature, sponsored by the BMI, that is attended by all or a lagge number of the Corps during release from quarters or when Saturday evening privileges are in effect.

15.03 After a general Entertainment. - a. Upon the completion of an evening general entertainment, all cadets will leave the place of entertainment as soon as practicable.

b. Cadets will be authorized one (1) hour to sign return after the completion of an entertainment, or, in case of early departure, after leaving the entertainment.

15.04 Saturday Evening Privileges: - a. The recreational and social privileges extended to cadets on Saturday evenings and evenings preceding holidays will be referred to as "Saturday evening privileges." Advantage may be taken of any authorized privilege ~~mf~~ or combination of authorized privileges on Saturday evenings by any cadet entitled to them. Such cadets may be absent from their rooms at ~~a~~all room inspections up to the termination of their privileges, provided such absences are accounted for.

b. The hour terminating any privilege is the hour by which a cadet will have signed his return to barracks or will have arrived at the place of some other privilege having a later termination.

c. No cadet will leave his room after Taps to take advantage of any Saturday evening privileges.

15.05 Limitation of Privileges: a. Cadets serving confinement shall not avail any privilege.

b. Any Cadet who is deficient even in one subject only is discouraged from applying for any privileges or leave unless on an emergency.

c. A cadet who applies/for any privilege when privileges are in effect is understood to have no duty to perform during the period of the privilege applied for.

d. Cadets on leave or on privilege should observe strictly the time their leave or privilege are supposed to terminate. Only under justifiable circumstances can a cadet who overstays his leave or privilege be pardoned.

e. The bad habit of calling by telephone when cadets are already outside enjoying their leave or privilege for an extension of their leave or privilege should be stopped. Only on emergency cases, these telephone calls may be honored.

f. All requirements for leave as contained in the Cadet's Leave Form should be complied with before a cadet submits his application for approval.

15.06 Automobile Privileges. - a. Automobiles will not be operated by cadets on the Military Institute reservation except as authorized by the Commandant of Cadets.

b. BMI Vehicles will not be operated by cadets.

c. Cadets may use taxis at such times as authorized by the Commandant of Cadets.

15.07 Dining Privilege. - a. Upon invitation, cadets not performing duty or undergoing punishment may dine at the quarters of officers or civilian instructors residing in the Post, with relatives, or with friends at residence in Baguio or at places authorized by memoranda, as follows:

(1) Noon meal on Saturdays, when inspection precedes the noon meal

(2) Noon Meal on Sundays and holidays

(3) Evening meal on Saturdays and evenings preceding holidays

b. If a combination of privileges is to be taken, entries will be made accordingly when signing out, All deartments will be madeprior to first call forthe meal formation, otherwise the cadet will not take advantage of the privilege.

c. A cadet taking advantage of a dining permit for a meal will sign his return on time for the next duty.

d. Cadets will apply in writing for dining privilege in the B.M.I. prescribed form and will submit such application 24 hours in advance. All approved applications will be submitted to the Cadet in Charge of Quarters prior to departure.

15.08 Visiting in Barracks. - Cadets may visit in barracks:

a. During release from quarters
b. During call to quarters

(1) On official business

(2) When coaching or being coached for deficiency in studies

(3) After tattoo inspection until taps, as authorized by the Company Tactical Officers.

c. When Saturday evening privileges are in effect, until tattoo.

15.09 Escorting. - Escorting is defined as walking with, riding in an automobile with, or holding an extended conversation with visitors or residents of the Post.

b. Cadets may escort:

(1) Anytime they are allowed to walk within defined limits.

(2) Before and after a general entertainment from and to transportation within the vicinity of the place of entertainment.

(3) Be/fore and after a general entertainment from and to Officer's Quaters.

(4) Before and after a general entertainment from and to guests' residence in Baguio.

(5) To and from a show privilege combined with dining.

c. Cadets may not escort in improper uniform unless granted specific authority by the Officer in Charge in each individual case.

15.10 Cadet Dances. - New Cadets may not attend cadet dances until after declared proficient in social grances.

b. Cadets who, for a good reason, desire to attend a dance other than that being given for their class, must obtain permission from the officer in charge.

c. Dances shall not be considered a duty, unless otherwise specified.

15.11 Radios, Radio-Phonographs. - a. Cadets may not have more than one radio and one phonograph or one radio-phonograph per room.

b. Radios, radio-phonographs or phonographs will be small table type models.

c. Exterior antennas will not be authorized.

15.12 Reception Room. - a. Cadets may visit guests in the reception room during release from quarters and when Saturday evening privileges are in effect until tattoo.

b. Unexpected Visitors. - During call to quarters, or in confinement (special, ordinary, or sick), a cadet may see unexpected visitors in the cadet reception room for a brief period with the permission of the Officer in Charge. If during call to quarters he will report his departure and return in person to the Officer of the Day and if in confinement, to the Cadet in Charge of Quarters, and sign his departure and return in the Company Departure Book.

15.13 Library. - Cadets may visit the library during their free periods.

15.14 Visits on Post. - a. Cadets may visit the quarters of officer during ~~xxxxxx~~ release from quarters and when Saturday evening privileges are in effect until tattoo.

b. Cadets may visit other cadets confined in the Post Hospital during visiting hours prescribed by the Commanding Officer of the Post Hospital, and with the permission of the Officer on duty thereat.

15.15 Picnics. - a. Cadets may attend picnics in the camp or in authorized places in Baguio.

b. Cadets may picnic at times when they may dine out. Evening picnics will terminate not later than taps; by that hour all cadets of the party will have signed in their return. Noonday picnics will terminate by first call for the next duty, by which time all cadets of the party will have signed in their return.

c. Picnic permits (BMI prescribed form) will be submitted in duplicate to Company Tactical Officer, 24 hours in advance. No picnic permits will be approved for less than ten (10) cadets.

d. The cadet in charge of the picnic will request through his Company Tactical Officer an officer to act as chaperon for the picnic.

15.16 Smoking. - Smoking is discouraged but not prohibited. While at Post, cadets may smoke in all places where others are permitted to smoke except that cadets will not:

(1) Smoke on roads or on sidewalks

(2) Smoke cigars or pipes outside of barracks

b. Smoking by cadets in barracks will only be confined inside their rooms or sinks or vicinity of their table if a member of the guard or Charge of Quarters.

c. While away from the Post and in uniform, cadets will conform to the spirit of the regulations ~~xxxxxxxxx~~ governing smoking at the Military Institute. They will not smoke in such places as would invoke criticism of the Corps of Cadets or render them impolite or conspicuous.

15.17 Inviting Privilege. - a. Cadets may invite relatives or friends at their quarters in the Post or in Baguio to any cadet affair in camp such as those enumerated in sub-paragraph below on approval of an inviting permit (BMI prescribed form) by the Company Tactical Officer.

b. Cadets may invite guests to the following occasions:

(1) Cadet dances and frolics
(2) Progrmas taken on the nature of general entertainment held in the camp.
(3) Whenever specifically authorized by the Commandant of Cadets.

c. A cadet taking advantage of an inviting privilege is not excused from any duty.

d. A cadet going on inviting privilege must sign his return not later than the (2) two hours from the time he signed out.

15.18 Show Privilege. - a. Cadets not performing duty or undergoing punishment may got to any movie house in Baguio as follows:

(1) Saturday afternoons.

(2) Evenings preceding holidays

(3) Holidays

b. Show tickets will be purchased from the Cadet Store.

c. Cadets will go to and return from show in formations

15.19 Dancing.- Cadets may attend dances and parties given in private homes only.

15.20 Combination Privileges. - a. The following combination privileges are authorized:

(1) Dining Privilege - This privilege may be combined with all or any of the show, walking and dancing privileges. The place for dancing privilege, if applied for should be the same place for dining privilege.

(2) Visiting Privilege - This privilege may be combined with both or any of the show and walking privileges.

(3) Dancing Privilege - This privilege may be combined with both or any of the show and dining privileges.

b. Application may be filed for the following combined privileges:

(1) Dining Privileges - - 1:00 P.M. to 10:30 P.M.

(2) Dancing Privileges - 1:00 P.M. to 10:30 P.M.

(3) Visiting Privileges - 1:00 P.M. to 5:30 P.M.

16 - ABSENCES AND FORMATIONS

16.01 Calls:
First Call .... Five minutes/before assembly; 5-seonds ring
Assemblies ....; 5- " "
Reveille .. ..Five.minutes.before assembly;15- " "
Taps, warning bell ....Five minutes before assembly; 5- " "
Taps ....; 2- " "

16.02 Fire. - Fire call will be sounded repeatedly on the bugle and/or a series of 2-second rings on the bells continued for approximately two minutes.

16.03 Cadet in Command. - a. In certain special cases, the cadet in command of a formation will be determined by detail.

b. In all other cases, the senior cadet present for duty at the formation of any group of cadets will command. He will be responsible that the formation is conducted in a military manner.

16.04 Attendance Check. - An attendance check and report will be required at all formations. Lates and absentees will be reported to the guard.

16.05 Reforming and Dismissal. - Unless otherwise prescribed, groups will always be reformed after any duty and marched back to the place of dismissal.

16.06 Marching in Formation. - Unless otherwise prescribed, groups ~~will always be reformed after any duty and marched back to the place of dismissal~~ confine themselve on the right side of the road, hall-~~hal~~ ways, and stairs when marching in formation.

16.07 Cadets Excused from Marching. - A cadets who is required to attend any duty to which he would normally march, but who is excused from marching because he is in the hospital or for other reasons, will proceed as follows in attending the duty:

a. If the formation for duty is a company formation, the cadet will report in person to the First Sergeant at the place of formation at assembly, then proceed individually to the place of duty. Upon completion of the duty, he will again report to the First Sergeant prior to dismissal.

b. In all other cases, a cadet who normally marches to class will fill out and sign a walking to class slip (BMI prescribed form) and deliver it to a member of the guard. He will then proceed individually to the place od duty, reporting upon arrival there to his section marcher. Upon completion of the duty, he will return without delay to barracks, or to the hospital.

16.08 Absence from duty. - a. Only the Superintendent or the School Physician may excuse a cadet from any duty.

b. A cadet will be "absent from duty" when he does not join before the duty ends and absent from a ceremony if he does not before adjutant's call, after which he may not join.

c. Absent from formation when he is not in his proper place after reports have been rendered.

d. A cadet will be "late" if he is not exactly in his proper place at the last note of assembly.

e. Unless definitely stated, a privilege accorded to cadets will not excuse them from any duty or the serving of punishments.

f. When for any reason a cadet misses a part of a duty, he will immediately report to the Officer in Charge for instructions.

g. When a cadet fails to report all absentees from a formation, he will correct the report with the guard at the first opportunity.

h. When cadets are excused from inspection in ranks, they will display their arms and equipment at room inspection the same day.

i. Cadets excuse from any ceremony may not observe that ceremony.

16.09 Absence Card. - a. Any authorized absence of a cadet from his room during a period of Call to Quarters must be accounted for on the cadet's absence card.

b. During release from quarters, cadets in sick, ordinary or special confinement or arrest will record their authorized absence as thoguh it were Call to Quarters.

c. Entries on an absence card are considered as official statements that the cadet's absence is authorized and for the purpose indicated.

16.10 Departure Books. - a. Cadets will sign their departures and return in the Company Departure Books as follows:

(1) When going on leave and vacation

(2) When taking advantage of dance privileges or general entertainments

(3) When taking advantage of any authorized privilege outside the school

(4) When being admitted or discharge from the hospital as a patient

(5) When reporting to the hospital under individual circumstances during Call to Quarters

(6) On special occasions to be announced by the Dept of Tactics, BMI

b. Cadets will sign their departure and return in the Guard Departure Book as follows:

(1) When going on leave, trips and vacation.

(2) When taking advantage of any authorized privilege outside the School except that when a formation is required for the privilege cadets need not sign their departure and return in this departure book.

(3) When being admitted or discharge from the hospital as a patient.

(4) When reporting to the hospital under individual circumstances during Call to Quarters.

(5) On special occasions to be announced by the Department of Tactics, BMI.

c. Entries will be accurate to the minute basing upon the official time. They will be official statements that cadets are going to the places indicated and nowhere else. A cadet will be responsible that he is properly signed out in the Departure Book, except when the guard is required to sign him out. Ifhis status changes after he has signed out, he must correct his entry upon his return.

17 - SICK

17.01 General. - A cadet will go to the Hospital for examination consultation or treatment as follows:

a. At sick call. -

(1) He will report to the Cadet in Charge of Quarters before or during breakfast to have his name entered on the Sick Book. The sick ~~call~~ squad will be formed in front of the Mess Hall at sick call. Cadet officers, first sergeants and supply sergeants will be excuse from the formation of the sick squad and will proceed individually to the hospital.

(2) If a cadet is detained at the hospital at sick call so that he will be late for instruction, he will as the School Physician for an "Individual Absence Slip" and see that it is properly completed.

b. In Emergencies. -

(1) Unless prevented by the seriousness of his illness, a cadet will mark his absence card, obtain an Individual Absence Slip from the Officer in Charge and sign his departure in the Guard Book. Upon his return from the hospital, he will complete this Individual Absence Slip as indicated.

(2) Whenever a cadet accompanies another to the hospital or to an ambulance, he will turn him over the the first available medical personnel and return immediately to any duty, except ceremony, he should be standing.

(3) Cadets reporting to the School Physician or School Dentist in an emergency will, if they request to excuse from any duty, inform the officer of any high priority duties which conflict, such as physical test and written examinations.

(4) Any cadet who falls out at a ceremony will be sent directly to the hospital. He will be reported for falling out and will submit an~~d~~ expoanation of report.

(5) When a cadet has occasion to call the hospital for an ambulance, he will notify the Officer in Charge, or, in his absence, the Officer of the Day, of the circumstances.

(6) In the event of serious injury to any cadet, the Officer in Charge will be notified immediately.

c. By Appointment. -

(1) A Cadet will obtain an ~~Invid~~ Individual Absence Slip from the School Physican at the time his appointment is made. He will sign his departure and return in the appropriate departure books and complete the Individual Absence Slip.

(2) Except in cases of emergency, hospital appointments will not be made to conflict with academic written examinations. In the event that hospital scheduled an appointment for a cadet at a time which conflict with a scheduled written examination, it will be the responsibility of the cadet to notify the School Physician concerned.

17.02 Excused from any Duty. - a. Any exemption from duty by the School Physician must be shown on an Individual Absence Slip.

b. When a cadet is excused by the School Physician from "all formations" the cadet will automatically be in sick confinement. During meals, he will be present at the door of the Mess Hall in time to enter the Mess Hall before the Corps.

c. A Cadet will be excused from attendance at physical training classes only when the entry on his Individual Absence Slip is marked "Excused from Athletics" the cadet will attend the Physical training class in the gymnasium uniform and will report the fact to the instructor ~~in charge of Reconditioning in the Special~~ that ~~his~~ he is excused. He will then be required to report to the instructor in charge of Reconditioning in the Special Exercise Room for special instruction.

d. When excused from any duty, a cadet will report at sick call the next day, except when the School Physician enters on his Individual Absence Slip "Excused from sick call until (date)".

e. Cadets who are excused by the School Physician from drill and athletics but who are not excused from academic duties, will attend military instruction of a nature that requires no more physicial exertion than other classroom instruction.

17.03 Sick Confinement. - a. Sick Confinement will restrict a cadet to his room, exdept to go to the sinks for proper purposes, and to attend meals in the Mess Hall. Cadets in sick confinement will, however, attend all scheduled duties from which they are not specifically excused.

b. A cadet in sick confinement may serve no punishment tours or ordinary confinement.

c. Cadets in sick confinement will be inspected for by the Cadet in Charge of Quarters. Absence cards must account for all absences.

17.04 Admission as a Patient. - a. A Cadet who at any time is admitted to the hospital will, if he is allowed to return to barracks for his personal belongings, mark his absence card and sign his departure in Company and Guard Books.

b. If not allowed to return to barracks, the cadet will notify the Officer of the Day of the admission or request someone at the hospital to do so.

c. A cadet who is admitted to the hospital, whose physical condition permits, will take with him textbooks, bathrobe, slippers, pajamas, laundry bags, name card, and toilet articles, including soap. When unable to take those articles with him, the cadet will tlelphone, or arrange for someone to telephone, the Guard at the proper guard room for them.

17.05 Individual Absence Slip. - a. Cadets will fill out and submit an Individual Absence Slip when reporting to the hospital at the time other than sick call.

b. Cadets will fill out and submit an Individual Absence Skip for each official appointment outside the area of barracks.

(1) When a cadet receives an Individual Absence Slip notifying him of an appointment, he will complete the slip as prescribed below.

(2) When a cadet is notified by official orders, Daily Bulletin or other memoranda, that he has an appointment, he will, at the

end of his appointment, submit a complete Individual Absence Slip, indicating as his authority. "Hq., B.M.I." Physical Examinations, dental surveys, and immunizations are not considered appointments unless so stated.

(3) Cadets will be held responsible that all data on the hospital section of the Individual Absence Slip has been properly filled out at the hospital and that the slip has been presented to the medical officer for signature.

c. Individual absence slips will be filled out and submitted as follow :

(1) Cadets will complete the form to include the initials.

(2) On the following circumstances, individual absence slip shall be presented to the guard for the latter's information before delivering them to the cadet in Charge of Quarters.

(a) When cadets are excused from any duty.

(b) When cadets in the sick squad return from the hospital after assembly of the first scheduled instruction in the morning. (Refer to par 17.01 a, 2)

18-CHAPEL

18.01 General. - a. Attendance at chapel is part of a cadet's training. No cadet will be exempted.

b. The services of the Chaplain will always be available to cadets. A cadet may make appointments with the Chaplain at any time during his off duty.

18.02 Catholic Chapel Service. - a. Cadets will be formed for Catholic Chapel Service by company formation.

b. All cadets attending chapel, except those having duties to perform in connection with the service, will sit with their respective companies.

c. Cadet chapel ushers shall be designated by the Company Commander and shall perform such duties as desired by the Chaplain. They shall proceed to the chapel individually before the start of the service and perform their duties. After the termination of the service, they will join the breakfast formation.

d. The Cadet Chapel Choir will be formed separately from the Corps and marched to the chapel and reported to the Choir Master.

18.03 Catholic Service other than Sundays. - During Holy days of obligation, cadets shall be marched direct to the Chapel immediately after report for reveille has been rendered. Uniform for chapel shall be prescribed by the Officer in Charge.

18.04 Confession. - Confession shall be held during Saturday afternoons or during Saturday evenings up to tattoo.

18.05 Other Chapel Squads. - a. Company First Sergeants will list the names of non-Catholic cadets with their religious affiliations and submit ther names to the Department of Tactics which will arrange for their chapel services in Baguio City.

b. The separate chapel squads will proceed to their respective chapels at Baguio in time to attend one regular service and return to the Post upon completion of the service.

19-FIRE REGULATIONS

19.01 Notification. - A cadet who discovers fire anywhere in or near barracks will at once notify the Officer in Charge, or, in his absence, the senior member of the Guard present, using the telephone if this will save time.

19.02 Fire Call. - Fire call will be sounded repeatedly by bugle. A series of 2-second rings on the bells continued for two minutes.

~~[illegible]~~

19.03 When the Officer in Charge is present he alone may authorize sounding fire call; otherwise the decision rest with the senior member of the Guard present.

19.04 Procedure When Fire Call is Sounded. - a. Except as otherwise provided for below, all cadets will proceed immediately to the areas of barracks, form as for reveille, and await orders.

b. The floor inpsectors will proceed tothe highest numbered room in their floor and, taking the rooms in order, require all cadets to precede them to the area. Their inspections will include the sinks and bathrooms. Upon completion of this inspection, the floor inspectors will report to the Cadet Company Commander that all cadet rooms and sinks have been vacated.

c. The Company Staff will report at once to the Officer in Charge.

d. Cadet in Charge of Quarters will obtain the fire extinguishers from the company orderly room and form with the company.

e. All other cadets will arm themselves with any water container available and form in front of barracks.

f. All movement of individuals to ranks or of details to assigned posts will be at double time. No unnedessary noise will be made.

20-SERVICE, FACILITIES, and SUPPLIES

20.01 Barber Shop.- Cadets may patronize only the barber shop in Camp.

20.02. Cadet Store. - Cadets may visit the Cadet Store any time it is open for business.

20.03 Supplies. - a. The Treasurer, through the Cadet Store, will furnish the cadets all supplies except school property issued by the Supply Officer, BMI, or articles which, upon proper authority, may be purchased elsewhere.

b. Cadets will be responsible that their names are clearly marked on all personal possessions.

c. Automatic Issues. - When all or a majority of cadets are required to have an article, it will be issued automatically without requisition.

d. Special Requisition. - Submitted on regular BMI prescribed form in three copies thru the Company Tactical Officer. All requisitions for the re-issue or replacement of articles of clothing will be made on this form.

e. Articles approved on requisition but not supplied due to lack of stock may be requistioned at anytime by the cadet indicating above his signature "Previously approved but not issued due to lack of stock".

f. Reissue Articles. - Cadets may not wear second hand clothing without the approval of the Company Tactical Officer. Approved garments will have a "reissue" tag shown therein.

20.04 Cash. - Cadets may not hold cash except when specifically authorized. Cash received from home or from any other source shall be deposited with the Treasurer, immediately upon receipt. Cash left unspent upon return from trips will likewise be deposited with the Treasurer, or in his absence the Office r in Charge immediately upon his arrival in Camp.

20.05 Laundry. - a. Cadets will send laundry clothing according to published schedules.

b. Articles sent to the laundry will be placed on a laundry bag with a laundry list properly made out. Cadets will retain a duplicate laundry list until the return of the laundry. Laundry bags will be placed near the Orderly Rooom before breakfast of the scheduled day.

c. Cadets will be charged for laundry on a flat rate basis. The maximum number of pieces per bundle will be prescribed in current memoranda.

d. Clean laundry will be placed in rooms before evening call to quarters on the day it is delivered. It will be folded and placed in the prescribed places before the next morning inspection.

e. A cadet receiving articles from the laundry belonging to another cadet will return the article to the ownder of to the Cadet Officer of the Day.

20.06 Mail.- a. Outgoing. - All outgoing mails shall have a return address. Cadets may go to the mail boxes in barracks any time between reveille and taps.

b. Incoming - (1) Special delivery letters and registered mails and parcels shall be signed for by the Officer of the Day from the Message Center Clerk, BMI, and delivered in person to the addressee.

(2) Ordinary Mails shall be taken from the Guard Room by the desig-

nated mail orderlies after noon and evening mess and delivered to the addressee in person. All other cadets are not authorized to get their letters from the Guard Room.

(3) Cadets will advise correspondents that all mails sent to them shall be addressed similarly to the following:

Cadet Juan dela Cruz, Co A
Baguio Military Institute
Baguio City

No other designations are necessary.

20.07 **Telephones.** - a. General. - Cadets may use the telephones/not to excees five (5) minutes at a time in:

Company orderly rooms

Offices or Officer's Quarters when invited or given permission to do so.

Hospital when a patient therein and for short duration only.

b. Local Calls. - Cadets must not send or receive local unofficial calls during call to quarters.

c. Incoming Long Distance Calls. - Cadets, who are not at a duty which prevents, may receive long distance calls at any tine provided calls are limited to five (5) minutes, except in extreme emergencies. When cadets is not available, the calling party will be told at what hour the cadet will be available. Cadets should notify their friends to call them over person-to-person than station-to-station calls.

21-UNIFORMS

21.01 Uniforms shall be worn as prescribed by memoranda.

21.02 Clothing and equipment will be kept clean and worn so as to presents neat appearance at all times.

21.03 Cadets will not lend articles of clothing or equipment without permission, except that raincoates only may be worn by visitors during inclement weather.

21.04 Jewelry. - Cadets may wear one watch and one ring and an indentification bracelet.

22-ACADEMIC INSTRUCTIONS

(To be covered by current memoranda from the
Department of Academics)

23- SPECIFIC ADMINISTRATIVE DUTIES

(To be covered by current memoranda and instructions
of the Commandant of Cadets and Superintendent)

24-EXTRA-CURRICULAR ACTIVITIES

(To be covered by memoranda and specific instructions
from the Superintendent and Commandant
of Cadets, Department of Tactics)